

# IndyHumane

## Volunteer Programs Coordinator

### Job Description

<b>Title</b>	Volunteer Programs Coordinator
<b>Department(s)</b>	Operations
<b>Reports to</b>	Sr. Director of Shelter Services

### Job Summary

Manage Volunteer Program for IndyHumane including recruitment and retention. Review, develop, update, and maintain volunteer records. Organize and facilitate volunteer training with volunteer trainers and staff as needed. Broaden the involvement between the community and IndyHumane by exploring and developing new opportunities.

### Summary of Essential Job Functions

- Manage a Volunteer retention and recruitment plan
- Maintain database for tracking and scheduling Volunteers and Volunteer opportunities
- Maintain public listings regarding Volunteer opportunities
- Coordinate Volunteer Appreciation Week
- Coordinate quarterly Volunteer meetings
- Maintain Volunteer Center
- Maintain effective communication with Volunteers via email, phone, and social networking sites
- Order supplies, as needed, for Volunteer Program
- Schedule & Lead Volunteer Trainings
- Manage Volunteer Job Descriptions
- Manage Volunteer records and evaluate program
- Manage Youth Programs
  - Junior Internships
  - Junior Volunteer Program
  - Pat's Paws Club
  - Service Saturdays
- Assist with managing of Summer Camps
  - Camp Staff Interviews
  - Develop Camper Activities
- Manage Community Service Workers during their shifts
- Provide updated information for website regarding Volunteer Programs
- Provide information to Marketing Coordinator regarding Volunteer Programs
- Assist in recruiting Volunteers for special events and community events
- Promote the Volunteer Program in the community
- Complete & File Incident/Bite Reports when needed
- Work with Staff to enhance program and Volunteer involvement
- Provide information to Volunteers as needed
- Assist, as needed, with media coverage regarding Volunteer Programs
- Perform other duties as assigned

## Minimum Requirements

- Minimum two years in volunteer management programs
- Minimum two years of project management or administrative experience
- Must enjoy interacting with people, including youth
- Must be able to work with dogs and cats without restrictions
- Excellent verbal and written communication skills
- Strong organizational skills; ability to prioritize and meet deadlines
- Computer experience
- Must work effectively under stress and adjust to changing conditions
- Must have ability to create and maintain a positive and professional work environment
- Must have a valid Indiana Driver's License

## Abilities Required

- Must be able to walk, stand and lift for extended periods of time

## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

## Additional Information

HR use only	
Job code	
Generic title	
Pay grade	
Management? (Yes/No)	
E/NE status	
Last revised	